



730 Topeka  
P.O. Box 287  
Lyndon, KS 66451-0287  
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CITY OF LYNDON, KANSAS

## SIGN PERMIT APPLICATION

Permit #: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Number of Stories on Building: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor's Phone No: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

**ALL SIGN PERMITS REQUIRE A SITE PLAN INCLUDING; A PROOF OF THE ACTUAL SIGN, SIGN DIMENSIONS, SIGN HEIGHT, SIGN MATERIALS/COMPOSITION AND DETAILS OF SIGN ATTACHMENT FOR APPROVAL.**

**STANDARD SIGNS: BASE FEE: \$50.00**

DOUBLE FACED SIGNS – CHARGE FOR ONE SIDE ONLY W/ A MAX. OF \$50.00 PER SIDE.

**SIGN FACE CHANGE ONLY: FLAT FEE: \$25.00**

The Zoning Administrator has **15 days** to review paid permit once it is submitted. Permits will not be approved and returned before the allotted time. Note: This application (if approved) expires **one year after date of issuance** unless the project is started within six months of approval.

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≈ SECTION BELOW FOR ZONING ADMINISTRATOR ≈

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments of Zoning Administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Zoning Administrator ≈

Permit #: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Permit Requirements:**

\*The following requirements **must** be clearly marked in order for your permit to be submitted for review by the Planning and Zoning Administration;

- Neighboring streets
- Property lines
- All existing structures and fences with dimensions
- Dimensions of the proposed structure
- Structure permanent or non-permanent (movable)
- All set-back distances from property lines
- Height and type of fence (i.e. chain link, privacy, etc)

**\*\*The Zoning Administrator will not consider the permit unless all of the above listed requirements are included in the site sketch.**

